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<http://www.michigan.gov/cepi>

Definitions for Instructional and Non-instructional Paraprofessionals/Aides

The Office of Special Education and the Office of Professional Preparation Services, Michigan Department of Education, have provided definitions for instructional and non-instructional paraprofessionals/aides:

Instructional paraprofessionals/aides are defined as individuals who provide instructional support, including those who:

1. provide one-on-one tutoring, if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
2. assist with classroom management, such as organizing instructional and other materials;
3. provide instructional assistance in a computer laboratory;
4. conduct parental involvement activities;
5. provide support in a library or media center;
6. act as a translator;
7. provide instructional support services under the direct supervision of a teacher¹.

A non-instructional paraprofessional/aide is defined as someone who works in areas such as the following: food services, cafeteria or playground supervision, personal care services and non-instructional computer assistance.

¹Definition adapted from 20 U.S.C. Section 6391(g)(2)

New Programming Edits

Bilingual - All programming edits that apply to assignment codes "000AX" through "00594" apply to the bilingual program teacher assignments codes beginning with "YA" through "YT". Please refer to page 31 of the Fall 2008 REP Data Field Descriptions.

Special Education – In order to meet the federal reporting requirements of No Child Left Behind (NCLB) and the Individuals with Disabilities Education Act (IDEA), beginning with the Fall 2008 REP Submission, districts are to report the specific subject area assignments for all special education teachers. Therefore, assignment codes "00110" through "00194" (except "00192") and "00291" have been eliminated from the REP. Districts are required to select the appropriate assignment code(s) from the general education assignment codes "000AX" through "00594" for the position held by the staff member and the appropriate special education primary age group from the

Current Grade Assignment and Educational Setting list. Please refer to pages 39 and 40 of the Fall 2008 REP Data Field Descriptions.

Get Connected!

To join the REP Listserv, send an e-mail message to: listserv@listserv.michigan.gov with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-rep.

Submission Deadline

The REP submission deadline is December 1, 2008. After that date, CEPI will provide the Michigan Department of Education with a list of districts and public school academies that have not fulfilled the reporting requirement. Pursuant to the State School Aid Act [MCL 388.1619(5)(6)], the state may withhold 5 percent of the annual state aid allocation from the December 2008 payment for an incomplete submission.

Data Quality Initiative

CEPI began the data quality initiative to help ensure the accuracy of data submitted by district personnel. Prior to the fall submission period, CEPI will complete an analysis of all data submitted in the EOY 2008 REP Submission and provide feedback for consideration. CEPI will also take a snapshot of the fall 2008 REP data submitted by October 19, 2008. We will provide feedback via e-mail messages to REP authorized users when possible anomalies are discovered that will allow you to update any potential issues before the application closes on December 1, 2008.

The data quality initiative will help ensure that accurate data are reflected in all state and federal reports for your respective districts.

Contact Us

For application concerns, please e-mail CEPI customer support at cepi@michigan.gov. E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If e-mail is not an option, you may call 517.335.0505, option 3.

Coming Up...

REP Deadline – December 1, 2008
EOY Submission – April 1–June 30, 2009